

# Danny Sullivan Group

Dignity at Work (including  
Bullying, Harassment and  
Sexual Harassment)



DANNY SULLIVAN  
GROUP

# Helen Taylor, HR Director

- Bullying and harassment have no place in our business or our industry.
- We strive to create a workplace where bullying and harassment are not tolerated
- If you see something that doesn't feel right, report it immediately. Speaking up could protect someone from serious harm.



**DANNY SULLIVAN  
GROUP**



# Dignity at Work (including Harassment and Sexual Harassment)

Promoting Respect, Equality and Inclusion  
Zero Tolerance Approach to Harassment



# Objectives

- Understand Dignity at Work principles
- Understand what harassment and sexual harassment are
- Recognise unacceptable behaviour
- Know how to report concerns
- Understand investigation and disciplinary processes



# Our Policy Scope

Our full 'Dignity at Work Policy & Procedure' and 'Sexual Harassment Policy' are available for view within our Employee Handbook

These policies:

- Apply to all DSG employees and subsidiaries
- Covers contractors, agency workers, volunteers and visitors
- Applies on-site, off-site and at work-related events
- Includes social media and online communication



# Our Commitment

- Foster a respectful and inclusive workplace
- Zero tolerance to harassment and sexual harassment
- Support anyone raising concerns
- Mandatory training for all staff
- Management training on prevention and response
- Regular refresher sessions
- Continuous policy review



# Protected Characteristics (Equality Act 2010)

The Equality Act 2010 protects individuals in Britain from discrimination, harassment, and victimisation based on nine specific personal characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation



# What is Harassment?

Unwanted conduct related to a protected characteristic which:

- Violates dignity OR
- Creates an intimidating, hostile, degrading, humiliating or offensive environment

# What is Sexual Harassment?

Unwanted conduct of a sexual nature

- Can be one-off or repeated
- Recipient decides if behaviour is unwanted
- Can occur between any genders

# What is Third Party Harassment?

Harassment by clients, suppliers or members of the public



# Examples of Harassment

- Offensive spoken or written words
- 'Banter', jokes or pranks
- Social media posts or messages
- Graffiti, imagery, gestures or mimicry
- Aggression or physical behaviour

# Examples of Sexual Harassment

- Sexual jokes or comments
- Suggestive looks or leering
- Unwanted touching or advances
- Sexual messages or online content
- Promises or threats linked to sexual favours

# Victimisation

- Treating someone unfairly because they made or supported a complaint
- Includes excluding, dismissing or denying promotion
- Victimisation is unlawful and not tolerated



# Everyone's Responsibilities:

- Treat colleagues with dignity and respect
- Challenge inappropriate behaviour (if safe)
- Support colleagues
- Report concerns promptly

# Investigation Process Disciplinary Action

## Investigation Process

- Prompt and confidential investigation
- Right to be accompanied
- Temporary separation if required
- Written outcome provided
- Right to appeal

## Disciplinary Action

- Up to and including summary dismissal
- Aggravating factors considered (e.g. abuse of power)
- Malicious complaints may result in disciplinary action
- Some behaviour may be criminal (e.g. assault, stalking) this may be reported to police and DSG will liaise with authorities where required

# How To Report

## Informal Options

- Tell the person to stop (if safe to do so)
- Put concerns in writing if preferred
- Speak to a senior colleague as a confidential helper
- Raise in 1-2-1 meeting

## Formal Options

- Line Manager
- Senior Manager
- HR: [hr@dannysullivan.co.uk](mailto:hr@dannysullivan.co.uk)
- Company appointed AAB Whistleblowing Service  
<https://fileaconcern.org/dannysullivan> or  
0800 026 0466





# Our Values

Be Fair	Be Committed	Be Well	Be Courageous
<b>Inclusive</b> Ensure an equal, diverse and inclusive workplace	<b>Team Players</b> Working as an intrinsic team across all levels	<b>Creative</b> Find innovative solutions to work more efficiently	<b>Deliver</b> Deliver the best quality staff to our customers
<b>Supportive</b> Support vulnerable groups	<b>Client First</b> Work with our clients to achieve all goals	<b>Safe Environment</b> Get everyone home safely everyday	<b>Train</b> Highest level of education, training and opportunities for our staff
<b>Conscious</b> Minimise our impact on the environment	<b>Considerate</b> Work with our competitors to deliver a common goal	<b>Have Integrity</b> Influence the culture of the workplace to always do the right thing	<b>Rise Above</b> Exceed expectation
<b>Fair</b> Provide fair pay, rigorous data and financial management	<b>Creative</b> Find innovative solutions to work more efficiently	<b>Supporting Wellbeing</b> We focus on our staff's wellbeing - physically and mentally	<b>Excellence</b> Always go the extra mile



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# Together We Make The Difference

- OUR VALUES
  - Supportive
  - Inclusive
  - Support Wellbeing
- If you see something, say something
- Protect vulnerable workers
- Thank you for playing your part

